

**Phoenix Program
Process Definition – LABOR DISTRIBUTION**

Process	<i>Program Distribution Process</i>
Process Number	<i>LD – 008</i>

Description of Process

This process calls the common process to redistribute labor expenses that meet the criteria for program distribution.

Input to Process

Records with Program value of '4'

Output of Process

Redistributed payroll expenses

Service Level Agreement Required? (if yes, provide a brief description)

No

PeopleSoft Panel Groups being Used

Function	Panel Group

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Business Process Description

Process Description	Responsibility (Agency/Centralized)
<u>Step 1:</u> SAR 577 executes Program Distribution Process (SAR 0061).	Centralized
<u>Step 2:</u> Select all records with a “4” in the Program field from DX_Fund Staging Table.	Centralized
<u>Step 3:</u> Distribute amount based on the percentages found on the Speed Chart Table for a given Project.	Centralized
<u>Step 4:</u> Write the redistributed records to DX_Fund Staging Table	Centralized
<u>Step 5:</u> Delete the records from DX_Fund Staging Table	

Forms Used with Process (#)

None

Process Flow Diagram (if appropriate):

Process Signoff

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Tested By
Date Tested